



MOSQUITO CONTROL DISTRICT

Board of Trustees Meeting Minutes

January 11, 2005 7:00 PM

Clark County Health Department
Environmental Public Health Conference Room
1950 Ft. Vancouver Way
Vancouver, Washington

1.0 – OPENING OF MEETING

1.1 Call to order

President Mark Rees called the meeting to order at 7:10 p.m.

1.2 Roll call

Members present: Michael Ciraulo, Linda Dietzman, Mark Rees, and Raul Moreno. Also present were staff members Lou Dooley, Steven Kessler and Cheryl Coast, and guests John Wiesman and Randy Phillips.

1.3 Review/approval of October 12, 2004 meeting minutes

Following a short review, the minutes were unanimously approved as written.

1.4 Review/approval of agenda

A motion was made by Michael Ciraulo and seconded by Raul Moreno to approve the proposed agenda; passed unanimously.

2.0 - RECOGNITION OF VISITORS

2.1 Introductions

Randy Phillips, programs supervisor, and John Wiesman, health department director, introduced themselves.

2.2 Citizen Comments

Randy Phillips shared that he is in the first year of living in Clark County; noted that the mosquito problem around his Felida home has not been bad to date.

3.0 - CONTINUING BUSINESS

3.1 New Building Issues

Steve Kessler reported the architect's recommendation that CCMCD file its own State Environmental Protection Act (SEPA), rather than be covered under the Clark County SEPA filing.

- 3.1.1** The Clark County SEPA processes have been delayed, and as CCMCD is not a department of Clark County, the Board agreed to the recommendation.
- 3.1.2** Mike Ciraulo moved, and Linda Dietzman seconded his motion to instruct Rob Barrentine of Barrentine, Bates & Lee to proceed to apply for a separate SEPA permit. The motion passed unanimously.

3.2 CCMCD Insurance Coverage

- 3.2.1** Lou shared the results of his investigation into insurance costs.
 - a.** He has reviewed the provisions of other special districts, and inquired into the coverage carried by Western Helicopter. No claims have been filed against Western Helicopter to date.
 - b.** Lou has also been in communication with Washington Governmental Entity Pool (WGEP) and Ben Shafon regarding the district's insurance needs.
- 3.2.2** Coverage proposed by WGEP is standard for current employees and future hires.
 - a.** Coverage would cost \$6,280/year.
 - b.** The county has discontinued its coverage of the District, which is now without liability coverage.
- 3.2.3** Lou suggested that the District should do no work until coverage is obtained. There is a pressing need to resolve the issue and obtain liability coverage before the active season begins.
- 3.2.4** The Board further discussed provisions needed and reviewed the WGEP proposal submitted in August 2004.
- 3.2.5** Michael Ciraulo moved and Mark Rees seconded to authorize a contract with WGEP. The motion carried unanimously.
- 3.2.6** A staff report requesting that the District authorize the purchase of liability coverage from WGEP was approved, and is pending signature by the Board chair.

3.3 CCMCD Insurance Coverage

- 3.3.1** It was noted that two additional Board positions have been vacated.
 - a.** Dean Lindgren of Washougal is in poor health and has tendered his resignation.
 - b.** Michael Schlappi has moved out of Clark County and is no longer eligible to serve.
 - c.** The City of Yacolt representation still has not been appointed.
- 3.3.2** The Board agreed to a need for proactive effort in urging the jurisdictions to fill the vacant positions.

4.0 - NEW BUSINESS

4.1 Annual Election of Officers

The Board discussed the light attendance, and agreed that there was not enough membership at the meeting to elect officers for 2005.

- 4.1.1. Raul noted that he wishes not to serve in an office in 2005 due to other commitments in the coming year.
- 4.1.2 Mike Ciraulo moved, and Linda Dietzman seconded, to table the election until the next meeting. The motion passed.

4.2 Adult Mosquito Surveillance Report

The Board reviewed the draft 2004 report. Steve Kessler answered questions about trapping activity, species identification and testing, sources of specimens trapped, control effort at the larval stage.

- 4.2.1 Raul Moreno moved to direct that the report be finalized as drafted; Mike Ciraulo seconded the motion, which passed unanimously.

4.3 Annual Report

Steve Kessler shared information contained in the 2004 draft:

- 4.3.1 The number of storm drains/catch basins treated during the year is up from 4,000 to 14,000 in 2003. The new Mozzi equipment allows one or two people to treat drains rapidly from a truck.
 - a. A suggestion was made that Steve look into searching for a mail truck specifically for Mozzi applications.
 - b. Raul Moreno requested that a table be inserted into the catch basin/storm drains section to highlight the significant increase in treatment.
- 4.3.2 New retention ponds are being built continuously and added to the database.
 - a. Each is evaluated for its potential to become a problem mosquito breeding site.
 - b. It is necessary to determine the keeper of the keys for each fenced site and locate the keys to get into the site for evaluation.
 - c. The group discussed the design of retention ponds and the level of difficulty in reaching breeding sites in some retention ponds.

4.4 Mileage Reimbursement

The Board discussed the need to reimburse members for travel to meetings.

- 4.4.1 Board members have the right to turn in reimbursement claims for mileage traveled to and from District business.
- 4.4.2 Reimbursement forms are available on which to submit claims; these will be provided on request.

4.5 Changes in Administrative Support

John Wiesman explained recent action in reducing force in health department administrative management and support. The reductions have resulted in the elimination of Lou Dooley's and Cheryl Coast's positions.

- 4.5.1 Comment was made about the importance of cooperative work between the health department and CCMCD, need for continued partnership.
- 4.5.2 The public health perspective is that mosquito control work is essential.
- 4.5.3 The health department is willing to continue to provide administrative services.
- 4.5.4 The Board needs to think about the needs for record-keeping; health department must identify what staff will be doing the work.
- 4.5.5 Lou presented a proposal to contract with the District to remain as administrator for one year, in a transitional capacity. He shared a scope of work plan for administration of the District enabling continued interface with the health department.

- a. Contract amount proposed was \$31,020, to include efficiency-driven subcontract or sub-hire for clerical needs; functions/tasks heretofore done by Cheryl Coast.
 - b. Lou reiterated that the proposal was for a one-year contract during the transition time until a new office is built and future direction can be determined.
- 4.5.6 Michael Ciraulo asked if the District is obligated by law to put the administration out to bid. It was noted that the need to bid the contract is a question for Ben Shafon, District legal counsel.
- 4.5.7 Mr. Wiesman was questioned about what the health department would charge to do the administrative work.
 - a. The budget would need to be consulted to determine a firm cost; the \$36,000 in the budget now would be looked at.
 - b. Mark Rees moved to continue to contract with the health department for services for the first year; the motion was seconded.
 - c. More discussion ensued; questions were asked:
 - 1. Does the health department desire to continue to serve in administrative capacity for the District? The willingness to serve was reaffirmed.
 - 2. Would a staff person would be present at board meetings if the District contracts with the health department? Only when needed, to address business brought by the Board related to administrative issues.
 - d. The need for additional operational staff was discussed.
- 4.5.8 Board consensus is to continue to work with the health department and to have representation in any hiring processes.
 - a. The Board asks for two-person representation in hiring decisions.
 - b. It was agreed that Lou would not be considered to serve as a director or administrator under the health department administration model.
- 4.5.9 The question was raised whether a contract is in place between the health department and CCMCD. It was affirmed that a loose contract is in place. A new contract could be negotiated if a continued relationship with the health department is elected.
- 4.5.10 The question was called that a motion was on the floor; a vote was taken, and the motion to retain health department administration passed.

5.0 – FINANCIAL REVIEW

5.1 Review of expenditures and financial summary reports

The Board reviewed the income/expenditure statement and warrants paid during the fourth quarter 2004; expenditures were approved and authorized

- 5.2 A staff report prepared summarizing the November state audit was approved and is pending Board chair signature.

6.0 – NEXT MEETING PLANNING/ADJOURNMENT

6.1 Meeting date and time: Tuesday February 8, 2005 - 7:00 PM

It was agreed that an additional meeting should be held in one month, to continue the matters of officer election, liability insurance coverage and District administrative matters. The meeting will be held in the Health Department Environmental Health conference room. Proposed agenda:

- 6.1.1** Election of Officers
- 6.1.2** Distribution of final 2004 Adult Mosquito Surveillance Report and 2004 Annual Report
- 5.1.3** Update on WGEP liability insurance application (copy of contract requested to be included in advance packet for review before the meeting)
- 5.1.4** Update on administrative support

5.2 Adjournment

The above business being concluded, the meeting adjourned at 9:05 PM.

Respectfully submitted,

Cheryl Coast, Recorder

Dick Engstrom, Interim Administrator

Linda Dietzman, Secretary-Treasurer